

VIRGINIA NATIONAL GUARD
TECHNICIAN EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 06-175

POSITION TITLE/NUMBER: HR Assistant (Military), 06-175, (PD No: 70426E)

GRADE/PAY: GS-0203-05 \$28,760.00 - \$37,390.00 per annum

DUTY LOCATION: HHC 276th En, Richmond, VA

OPENING DATE: 3 November 2006 **CLOSING DATE:** 5 December 2006 (1700 hrs)

EMPLOYMENT STATUS: Excepted Service Male/Female Enlisted Personnel

WHO CAN APPLY:

GROUP I - All qualified Enlisted Personnel currently employed (permanent) in the Virginia Army National Guard Military Technician Program.

GROUP II - All qualified Virginia Army and Air National Guard Enlisted Personnel regardless of employment status (Traditional, Military Technician or AGR). To be considered as a Group II applicant, proof of enlistment in the Virginia National Guard must be attached to the application if enlistment occurred within 60 days prior to or during the advertisement period.

GROUP III - Individual eligible for membership in the Virginia National Guard.

MILITARY CRITERIA: Applicant must be qualified and eligible for award of a MOS as follows: E: MOS: 42A, 42F, 42L

MILITARY ASSIGNMENT: Applicant selected for this military technician position must occupy a military assignment in the Virginia Army National Guard that ensures proper grade, unit, and MOS prior to placement.

POINT OF CONTACT: LT Williams-Fernandez, (804) 228-5160

QUALIFICATION REQUIREMENTS:

GENERAL - Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulations, procedures, and programs.

SPECIALIZED- Must have six (6) months of experience which equipped the applicant with the following experience to successfully perform the duties of the position, such as: experience in applying military personnel procedures, rules, and regulations in the review of information for accuracy and completeness; obtaining and giving information in writing; applying military personnel rules/procedures to determine accuracy or records or forms; experience in working with different elements of an organization.

KNOWLEDGE, SKILLS, AND ABILITIES (KSAs): Applicants should prepare separate statements addressing all KSAs listed below. Explain any military and/or civilian experience which supports each KSA. **The KSAs are NOT used for basic qualification.** They are used solely for the purpose of rating and ranking candidates when there are more than ten (10) qualified applicants. If there are more than 10 qualified candidates certified, the KSAs will be used to assist in determining the best qualified candidates to be referred to the selecting supervisor. Failure to provide KSAs may result in inability to refer basically qualified candidates for consideration or interview.

1. Ability to examine reports, forms and other documents to insure completeness and conformity to policy and procedures.
2. Ability to explain information verbally and to prepare routine correspondence.
3. Ability to apply rules/regulations to personnel actions.
4. Ability to understand a military organization and its functions.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: For the first six months of specialized experience, study successfully completed in a resident school above the high school level may be substituted at the rate of one academic year of study for six months of specialized experience, provided the study included at least 6 semester hours in subjects closely related to the personnel administration field. Such subjects include: English composition; public administration; personnel; statistics, psychology, or other courses where primary emphasis is on writing

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skills. Applicant must submit transcripts, diplomas or other forms of completion certificates to provide verification of courses.

DUTIES AND RESPONSIBILITIES - POSITION DESCRIPTION 70426E: Processes a variety of military human resources transactions involving the appointment, enlistment, reenlistment, separation, promotion, assignment, line of duty action, transfer, evaluation, qualification, attendance, clearance, training, and personal recognition of enlisted and officer personnel in the National Guard. Initiates and maintains military human resources records for assigned and attached officer and enlisted individuals, working with them, as well as from supporting documentation, to ensure that information and data are current and accurate. Reviews and evaluates service histories of current military personnel and prior service personnel interested in joining the National Guard. Studies special action cases which may include return or assignment to active duty, administrative or other than honorable discharges, requests for early release, fraudulent enlistments and other actions, board actions, disqualifications for service, difficult dependents or family support issues, etc. Performs a variety of human resources related administrative duties to include typing and distribution of correspondence and other written material; maintaining master files of publications, special orders, correspondence, etc; receiving and distributing mail; receiving and directing visitors and telephone calls; and preparing reports including unit status and readiness inquiries.

APPLICATION PROCEDURES: INTERESTED APPLICANTS MAY APPLY BY SUBMITTING A RESUME, THE OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT (OF 612), OR THE SF 171, AND KSAs TO: THE ADJUTANT GENERAL OF VIRGINIA, ATTN: VAHR-P, BUILDING 316, FORT PICKETT, BLACKSTONE, VIRGINIA 23824-6316 BY THE CLOSING DATE SPECIFIED ON THE ANNOUNCEMENT. APPLICANTS MAY ALSO EMAIL APPLICATIONS TO vanguardtechjobs@ng.army.mil or fax to (434) 298-6381. APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE CONSIDERED. THE FOLLOWING DOCUMENTS ARE NOT ACCEPTABLE AS ATTACHMENTS TO APPLICATIONS: PHOTOGRAPHS, COPIES OF POSITION DESCRIPTIONS, PERFORMANCE RATINGS (CIVILIAN OR MILITARY), AWARDS OR LETTERS OF APPRECIATION.

CONSIDERATION FOR THIS POSITION WILL BE WITHOUT REGARD TO SEX, AGE, OR HANDICAP (EXCEPT WHERE REQUIRED BY MILITARY REGULATIONS), RACE, COLOR, NATIONAL ORIGIN, RELIGION, LAWFUL POLITICAL AFFILIATION, OR MEMBERSHIP/NONMEMBERSHIP IN AN EMPLOYEE ORGANIZATION. RELOCATION EXPENSES WILL NOT BE PAID. SELECTEE REQUIRED TO PARTICIPATE IN DIRECT DEPOSIT/ELECTRONIC FUND TRANSFER. ANY GROUP II OR III APPLICANT SELECTED WILL BE REQUIRED TO COMPLETE A PREPLACEMENT MEDICAL SCREENING WHICH WILL BE PAID FOR BY THE AGENCY.

A complete listing of all current Virginia National Guard Technician Employment Opportunity Announcements is available at <http://www.varich.ang.af.mil/hro/jobs/jobs.htm>. Nationwide vacancy announcements are available at <http://www.neguard.com/HRO/otherjobs-linkspage.html>.

TPVA 06-175

DAVID A. ARCHER
COL, AD, VaARNG
Human Resource Officer